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EDUCATIONAL POLICIES COMMITTEE AGENDA

2 December 2010

A meeting of the Educational Policies Committee will be held on 2 December 2010 at 3 p.m. in Old Main 136 (Champ Hall Conference Room).

I. Approval of the minutes of the 4 November 2010 meeting (see attachment)

II. Subcommittee Reports

A. Curriculum Subcommittee (Ed Reeve)

1. Course Approvals

Information Item

The request from the Department of Languages, Philosophy and Speech Communication to offer a Bachelor of Arts Degree in Global Communication was approved at the November 4, 2010 contingent on submission of an Executive Summary and approval from the Budget, Faculty and Welfare committee. The Department of Languages, Philosophy and Speech Communication is withdrawing their request in order to finalize this major and have further discussion within the college.

B. Academic Standards Subcommittee (David Hole)

Academic Standards Subcommittee Meeting Minutes

18 November 2010

FL 113

Convened 3:30 pm (MST)

Attendees: Layne Coppock (Natural Resources), Stephanie Hamblin (Advising), Michael Lyons (CHSS), John Mortensen (Registrar), Richard Mueller (Science), David Hole (Ag), John Barton (RCDE), Shukri Mohamed (OISS)

AGENDA ITEMS:

The policy regarding admission of international students for a **second bachelor's degree** was discussed. Current policy requires that students who apply for a second bachelor's degree must have a degree from a regionally accredited institution. This is problematic for international students. The subcommittee requested that John Mortensen develop language that would clarify that all students applying for a second bachelor's degree must have satisfied the communications

literacy, quantitative literacy, and American Institutions requirements before receiving a second bachelor's degree from USU. In addition, the language was requested to allow the OISS office to approve databases that would be used to determine if an international student's first degree was from an institution that was equivalent to a regionally accredited US institution. John will present language at the next meeting.

The policy regarding **repeated courses** was discussed. USU currently counts the most recent grade for a repeated course, but that is inconsistent with many of the state institutions and our peer institutions. The subcommittee passed a motion to recommend a change to the calculation of GPA that will accept the highest grade and GPA hours for retaken courses. The language is attached below.

The policy regarding **letters of completion** was discussed. Currently there is not a minimum requirement for resident credits listed for a letter of completion, and the regents policy (R470, 7.1.2.1) requires students who enter a USHE school with most of their General Education credits from a non-USHE regionally-accredited institution, and who want a Letter of Completion from the USHE institution, to complete at least nine credit hours of meet the minimum residency and grade point average requirements of the institution from which the Letter of Completion is requested.

To bring our policy in line with the regents' policy, the subcommittee passed a motion to approve a language change that would require transfer students to complete at least 9 of the general education requirements or a minimum of 20 total credit hours from USU to qualify for a letter of completion. The language is attached below.

The meeting was adjourned at 4:20pm MST

(Proposed changes are in **bold**)

Repeating Courses Policy

Students may repeat any course at USU for which they have previously registered. They may also retake a course originally taken at an institution where USU has an articulation agreement, if the agreement identifies a specific USU course as being equivalent to the one the student desires to replace. All other decisions dealing with retaking courses, including courses taken under the quarter system, will be determined by the department in which the course is offered.

The number of times a student can take the same class is limited to a total of three times (once, plus two repeats). Beyond three attempts, the student's dean must approve additional registration for the class.

The total number of repeats allowed is limited to ten. Students who exceed this limit will have an academic hold placed on their registration. Beyond ten repeats, the student's academic dean must approve additional registration.

The policy does not apply to courses repeatable for credit. When a course listed in the *General Catalog* is identified as repeatable for credit, the course may be taken more than once for credit. When a course not designated as repeatable for credit is repeated, **the highest grade and GPA hours are used to recalculate the student's grade point average**. The lower grade and GPA

hours for the same course will remain on the student's academic record, but will *not* be calculated in the grade point average or total GPA hours completed, and will be designated on the student's transcript with an *E* (exclude). With the approval of the college dean, a course designated as repeatable for credit may be repeated to receive a higher grade, with only the highest grade and GPA hours being used in recalculating the student's grade point average.

Letter of Completion

Students who have completed the General Education portion of the University Studies Requirements at Utah State University, and who transfer to another institution, may receive a Letter of Completion from USU. If a student does not intend to return to USU for a bachelor's degree, the requirement of two USU breadth courses may be waived, since the USU course requirement is unique to USU. **In order to qualify for a Letter of Completion, students must:** **1) ~~are still required to complete at least one breadth course in each of the six breadth areas, as well as the Communications Literacy (CL1 and CL2), Quantitative Literacy (QL), and Computer and Information Literacy (CIL)~~ all of the General Education requirements, 2) earn at least 9 of the General Education credits or a minimum of 20 total credits from Utah State University, and 3) earn a USU GPA of 2.0 or higher and a cumulative GPA of 2.0 or higher.**

It is the student's responsibility to initiate a request for this letter. The student's advisor will determine whether or not the student has indeed satisfied all of the requirements. If so, the advisor may go to <http://www.usu.edu/advising/forms/> and select the Letter of Completion Form. The advisor should complete the form, indicating how the student has met the requirements. The advisor should also indicate where the letter should be sent. Letters are typically sent to the Admissions Office at the transfer institution. After the advisor has completed the form, he or she should send the form to the Registrar's Office. The Registrar's Office will then generate an official letter and send the letter to the transfer institution.

On occasion, there may be circumstances in which a student has completed *most* of the General Education requirements at Utah State University, transferred to another institution where he or she has completed the last of the courses needed to complete the USU General Education requirements, and then requested a Letter of Completion from USU. Since the coursework was not completed at USU, USU *may not* submit a Letter of Completion, *unless* the coursework is posted to a USU transcript. To have this coursework posted to a USU transcript, a student should submit his or her transcript and a \$15 posting fee to the Registrar's Office, 1600 Old Main Hill, Logan UT 84322-1600. The Registrar's Office will then post and evaluate the credit. If all requirements have been satisfied, the Letter of Completion will be generated.

C. General Education Subcommittee (Norm Jones)

GENERAL EDUCATION COMMITTEE

MINUTES

November 16, 2010, 8:30 A.M.

Champ Hall Conference Room

Present: Norm Jones, Chair; Larry Smith, Provost's Office; Charlie Huenemann, HASS; Kathy Chudoba, Business; Dan Coster, Quantitative Intensive; Christie Fox, Honors; Mary Leavitt, HASS Advising; Carolyn Cárdenas, Creative Arts; David Hole for Janet Anderson, Agriculture; Rhonda Miller, Communications Literacy/Intensive; Wendy Holliday, Library; Alex Potter, CIL; Tyler Tolson, ASUSU President; Vince Lafferty, RCDE; John Mortensen, Registrar's Office; Brock Dethier, HASS; Stephanie Hamblin, University Advising; Dick Mueller, Science; and Bruce Saperston, Arts; Roberta Herzberg, Social Sciences; Shelley Lindauer, Education; Craig Petersen, American Institutions; Layne Coppock, Natural Resources

Absent: Don Cooley, CIL; Wynn Walker, Engineering; Ryan Dupont, Life & Physical Sciences; Brian McCuskey, English

Norm Jones called the meeting to order at 8:30 a.m.

Approval of Minutes

Kathy Chudoba moved to approve the minutes of October 19, 2010. Motion was seconded by Charlie Huenemann and the motion was passed unanimously.

Course Approvals

THEA 5320 (DHA) – Pending.

THEA 3240 (CI/DHA) – Approved. Vince Lafferty moved to approve. Motion was seconded by Wendy Holliday. Motion was passed unanimously. Send forward to curriculum as a CI not a DHA.

APEC 5015 (CI) – Drop course.

ECN 5150 (CI) - Need further information.

ECN 5500 (CI) – Approved. Rhonda Miller moved to approve. Motion was seconded by Tyler Tolson.

ID 1790 (BCA) – Approved. Rhonda Miller moved to approve. Motion was seconded by Roberta Herzberg. Motion was passed unanimously.

Syllabi Approvals

USU 1300 (BAI) – Approved & passed.

USU 1350 (BLS) - Phillip Bertoch - Approved & passed.

USU 1350 (BLS) – Tina Grossman - Pending

Other Business

☐ ACT/SAT Scores and Quantitative Literacy (QL) Requirement – R470 policy states that all students must take a Quantitative Literacy Course. The ACT score cannot waive the requirement. This policy will affect summer 2011 students. All others will be grandfathered.

☐ CIL – It was moved by David Hole and seconded by Tyler Tolson that the Computer Information Literacy Exam be dropped as a Gen Ed graduation requirement. The motion

carried, 14 in favor – 2 opposed. If this motion is approved by the EPC and the Faculty Senate, the change would take place in summer 2011.

It is the sense of the Committee that the University should offer remediation for students who need instruction in computer skills. Vice Provost Smith and ASUSU President Tolson agreed to explore the creation of a student fee to replace the current \$30 charge for the exam, keeping the CIL lab open to help students. .

☐ Business Innovation Factory Student Experience Design Studio – Lumina Foundation has funded the Business Innovation Factory to create a student experience design studio, run as a USU 4900 course. It will recruit 20 students to become researchers. They will carry out interviews with students, report findings and make recommendations. Their research will help to more effectively map the curriculum, improving the student experience, decreasing time to graduation, and improving retention

☐ Next month we will begin to discuss USU-CEU curriculum.

Next Meeting – Tuesday, December 14, 2010 @ 8:30 a.m. in Champ Hall

III. Other Business